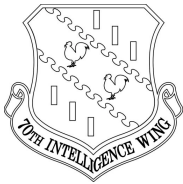


1 August 2000



Financial Management

FY2000 FISCAL GUIDANCE AND PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 70 IW/FM (TSgt Porter)

Certified by: SAF/FMB (Ms Brooks)

Pages: 12

Distribution: X

This instruction implements 70 IW OI 65-601, Fiscal Guidance Policy. It contains rules and procedures for using Air Force appropriated funds and should be used with the other volumes of the Air Force Instructions (AFI) 65 Series. In cases of conflict with other Air Force instructions or policy directives, the funding propriety rules stated within the AFI 65 Series take precedence. This instruction provides guidance for all personnel who prepare, review, approve, manage, or use funds appropriated to the 70th Intelligence Wing.

SUMMARY OF REVISIONS

This instruction outlines the fiscal guidance for appropriated dollars apportioned to the 70th Intelligence Wing and its subordinate units.

FY 01 FISCAL GUIDANCE

1. GENERAL INFORMATION:

1.1. This guidance formulates the overall financial policy for HQ 70th Intelligence Wing and serves as the basis for FY 01 program execution. It is provided as a supplement to Air Force financial management policies specified in AFI 65-601, USAF Budget Policies and Procedures, and AFMAN 65-604, Appropriation Symbols and Budget Codes.

1.2. Your initial funding distribution was approved by the 70 IW corporate structure, to include the Resource Advisory Panel (RAP). HQ AIA based the FY 01 funding distribution upon FY 01 financial plan submissions.

1.3. Consistent with FY 00 and FY 01 financial plans, HQ AIA withheld 1.5% to establish a Commander's Fund. 70IW/CC withheld a reserve to possibly fund SIPRNET/NIPRANET across the Wing and Groups. Funds may also be used as a potential source for unfunded requirements that do not receive funding support through the Budget Execution Review (BER) process.

1.4. Your end of month July obligation goal is 85% or higher. Any unit failing to achieve this goal runs the risk of having funding withdrawn and reprogrammed to other needs within the 70 IW. Although we encourage accelerated obligation rates, we do not expect you to accelerate beyond your ability to recover should additional funds not be forthcoming. Do not employ a strategy that would depend upon additional funding to alleviate a problem caused by poor planning and over-execution.

2. SPECIFIC GUIDANCE:

2.1. INTEGRATED FUNDING CONCEPT: HQ AIA will issue funding documents to the 70 IW. The 70 IW in-turn will issue funding documents monthly if there is funding released to your unit within that month. If no funding was issued during current month, use last funding document to balance your program. (BE SURE WE HAVE THE CORRECT MAILING ADDRESSES FOR BOTH YOUR UNIT AND ALO). Any funding transfers within a Group or between Groups must be requested through this office.

2.2. FUNDS CONTROL: Funds may not be reprogrammed between the following funding categories due to Congressional, Air Staff or HQ AIA imposed limitations:

2.2.1. CCP (310XXF/311XXF) - Limitation B-20

2.2.2. GDIP (313XXF/359XXF) - Limitation B-20

2.2.3. NNFIP

2.2.4. JCS (28011F) - Limitation B-10

2.2.5. Classified Programs (3100XF) - Limitation A-26

2.2.6. Emergencies and Extraordinary Expenses, Special (31321F) - Limitation A-21 Legal Limitations will be listed on the funding documents. No deviations are authorized unless approved by 70 IW/FM. Limitations referred to as "A" and "B" limitations are identified by a three-digit code and title (i.e. A-90 Cumulative Sub-activity Limitation). "A" limitations are LEGAL limitations directed by Congress and are subject to DOD7000.14R, Vol. 14. "B" limitations are considered TARGETS with Congressional interest and, while not legally binding, should be closely monitored. Limitations are classified as either a "ceiling" or "floor" and dollars are usually "fenced". Obligations for a "ceiling" cannot exceed the limitation amount. Obligations for a "floor" must, at a minimum, equal the amount given your unit for the limitation program. NO DEVIATIONS ARE AUTHORIZED UNLESS APPROVED BY THE 70 IW/FM office.

2.3. TARGET LOADS: Annual and quarterly funding targets should be loaded in the accounting system to the EEICs where the obligations are anticipated. For example, targets are usually loaded to EEIC 392 (Civ Pay), EEIC 409 (TDY), EEIC 59X (misc. contracts - use the 5 digit shred out), EEIC 609 (supplies), EEIC 619 (supply items procured via the FM 9), EEIC 61950 (IMPAC), EEIC 628 (equipment), and EEIC 637 (ADPE). Note: IF YOU RECEIVE CONTINGENCY FUNDS OR REIMBURSEMENT, LOAD THE FUNDS AGAINST A CONTINGENCY ESP.

2.4. END OF MONTH STATUS OF FUNDS: Each OBAN will submit an End of Month *.RDX file to the 70 IW/FM office no later than the 10th of each month, (1ST REPORT DUE 10 DEC 00). Along with your .RDX we ask you to provide WORDS...going broke date, double obligations, erroneous commitments, new civilian hires or other actions, etc. If you are unable to provide a .RDX file, the status is still due, you can fax, call, make other arrangements if you're gone.

2.5. BUDGET EXECUTION REPORTS (BER): FY 01 the "Call" forum will be 15 December 2000. The instructions and results are through the XP channels, be sure you, as the FM, are involved in this process. Once priorities are established, the 70 IW/XP will notify your XP. Please keep these unfundeds updated, as end of year approaches excess funding will be applied against the unfunded requirements. BE READY!

2.6. FACILITY PROJECTS: HQ AIA/XPC centrally controls and funds the facility projects. Facility projects falls in two categories: Projects estimated to cost less than \$15.0 and projects estimated to cost more than \$15.0.

2.6.1. Projects less than \$15.0: 70 IW/CE receives funding for these projects, units must submit requirements to their respective Groups. Groups will then submit the requirements to the 70 IW/CE and info 70 IW/FM.

2.6.2. Projects costing \$15.00 or more: These projects will be funded based upon HQ AIA's Board approved facility projects. Units must submit to the Groups, Groups to 70 IW/CE, 70 IW/CE to HQ AIA and info 70 IW/FM. Consult your CE for guidance in preparation for your requirement. FACILITY PROJECTS ARE NOT INCLUDED IN THE O&M FINANCIAL PLAN. WE ASK THAT EVERY EFFORT ON YOUR PART BE DONE TO AVOID HAVING TO USE O&M FUNDS FOR A FACILITY PROJECT.

2.7. MOBILE ENGINEERING ALTERATION AND REPAIR (MEAR TEAM): The MEAR Team at HQ AIA is currently programmed and managed by the 668 Logistics Squadron. The MEAR Team must go to the 668 Logistics Squadron for questions or additional funding requirements. DO NOT SEND REQUIREMENTS THROUGH 70 IW/CE CHANNELS.

2.8. MAINTENANCE AND REPAIR (M&R): M&R projects are the funding responsibility of the host base. Submit your requirements to your host base for funding and scheduling.

2.9. RESERVE AUGMENTATION: Units may request temporary mission augmentation from the Air Force Reserves when active duty augmentation is not available. Forward justification for reserve augmentation to _____. Requesting unit is expected to fund the TDY cost of reserve augmentation.

2.10. NCO ACADEMY AND LEADERSHIP SCHOOLS: HQ AETC centrally funds CONUS TDY costs for NCO Academy and Senior NCO Academy students. Overseas NCO Academy TDY costs and all Leadership School TDY requirements should be funded with unit BA 03 funds.

2.11. CHEMICAL WARFARE DEFENSE EQUIPMENT (CWDE) - Aircrew "D" Bags: Submit your CWDE requirements to your respective Groups. A Wing unfunded requirement has been established on behalf of the Aircrew "D" Bags. All obligations will be shown in PE 27593F.

2.12. FOREIGN LANGUAGE TRAINING: These requirements are funded in your initial distribution.

2.13. CIVILIAN PAY: Your FY 01 Civilian Pay Program is based on your respective on-board strength and work-year utilization through Jul 00 (Civ Pay funding is FENCED) A 3.7% pay raise effective Jan 01 is included, distribution does NOT include funding for performance awards. Units are responsible for the total management and execution of this program. We will review the Civ Pay Program at mid-year for any excess or shortfalls. HQ has stated "There is no guarantee of additional funding and we must be prepared to reprogram dollars to civilian pay requirements if deemed necessary". OVERTIME: Your funded civilian pay program does not include funds for overtime. These request should be approved by the unit/CC or his designated representative prior to actually working overtime and should be managed accordingly.

2.14. COUNTERDRUG DEPLOYMENTS - ESP MA: Deploying units and personnel are no longer authorized to utilize local fund citations with ESP Code MA. HQ AIA will NOT reimburse you should your funds be used for this mission.

2.15. CONTINGENCIES: HQ AIA will continue to support contingency operations in Southwest Asia, Kosovo and Bosnia. They are committed to continue providing reimbursement for incremental costs, resulting for supporting contingencies. Incremental costs are additional costs to your O&M budget, obligations will be coded using the appropriate ESP code. We will provide reimbursement to only the valid ESP codes beginning the month of Dec. Please work diligently to ensure all contingency ESP-coded commitments are obligated. The following contingency operations are reimbursable:

2.15.1. Enhanced Southern Watch - enforces no-fly zone in southern Iraq - Obligs must be in ESP "VA"

2.15.2. Northern Watch - enforces no-fly zone over northern Iraq - Obligs must be in ESP "YC"

2.15.3. Deliberate Forge - enforces no-fly zone over Bosnia-Herzegovina - Obligs must be in ESP "4F"

2.15.4. Joint Forge - peace implementation force - Obligs must be in ESP "4A"

2.15.5. Joint Guard - NATO peace agreement in Kosovo - Obligs must be in ESP "8A" upon receiving reimbursement, be sure you load the funds against a contingency ESP Code. All units must ESP code contingencies using their BA 04 fund cite. We must provide HQ AIA with quarterly contingency projections. SUSPENSES will begin in a subsequent message we will provide you with the format.

2.16. INTELLIGENCE CONTINGENCY FUNDS (ICF): PE 31321F funding cannot be reprogrammed to other requirements without the approval of 70 IW/FM.

2.17. NON-JCS EXERCISES: All 70 IW units must use BA 01 funding in support of -Non-JCS Exercise. When receiving reimbursement, be sure you load the funds against a Non-JCS ESP Code. HQ AIA/DOXX is the approval office for all Non-JCS participants. Therefore, if a unit desires to participate in an exercise that has NOT been pre-approved, prior coordination must be accomplished to ensure that an ESP Code can be established to show unit participation and allow for reimbursement. (Atch 1)

2.18. JCS EXERCISES: BA 01 - PE 28011F funding will be based upon a unit's projected exercise participation. RC/CC XX8201 must be used when attending "planning conferences" and RC/CC XX8202 must be used for the actual exercise participation. Be sure obligations are in conjunction with a valid FY 01 JCS exercise ESP code.

2.19. AF FORM 9, REQUEST FOR PURCHASE: Each FM should designate, in writing, approving officials for AF Form 9, Request for Purchase. Typically, major functional areas such as CC, DO, LG are designated as approving officials. Each FM should maintain a copy of all approved AF Form 9 to facilitate open document review and certification.

2.20. PRIOR YEAR FUNDS MANAGEMENT: An increased emphasis on follow-up and execution of the prior year programs are a must. Prior year is defined as the year after which the appropriation is no longer available for new obligations. Once an appropriation is no longer available for new obligations it's categorized as a prior or expired year. For Fund Code 30 (O&M) the prior years are considered to be FY 96 to FY 00. Fund Code 17 ("3080") this is a 3-year multi-year appropriation FY 99/FY 01. After an appropriation term expires, it changes to "canceled". Unpaid obligations for canceled appropriations will be paid with CURRENT YEAR funds using ESP "ZC". All appropriations must adhere to Public Law 101-501 and AFI 65-601, Chapter 6. Legislation required the development of new management procedures to process upward obligation adjustments (UOAs) against expired and canceled appropriations. In FY 98, the AF implemented the Obligations Adjustment Reporting System (OARS) to standardize its management of upward adjustments. Under OARS, the UOA is electronically routed through the various coordination and approval levels. All upward adjustments to expired and canceled appropriations, regardless of dollar amount, must be approved via OARS. OARS are usually the result of award and incentive fees, price inflation adjustments or claims. Adjustments resulting from administrative or accounting error corrections also fall into this category. (Atch 3)

2.21. MANNING ASSISTANCE: The requesting unit funds All manning assistance. Visits to subordinate units for oversight, inspection, or resolution of problems are not considered manning assistance and should be funded by the traveler's unit.

2.22. BASE SUPPORT SERVICES: Host Air Force units should NOT charge you for base operating support costs in FY 01 (Postal charges are the exception). Contact your respective Group for guidance if presented with a bill for any base operating support.

2.23. CONTRACTS: Tracking of major programs and their respective contracts is becoming increasingly important. Funds must be obligated at the five-digit EEIC level using AIA EEIC shreds and NOT a host base shred. Ensure you provide your ALO with a copy of the AIA Coding package.

2.24. IMPAC CARDS: IMPAC purchases can have a significant impact on your budget and requires special attention. Follow the rules and guidelines of your host Contracting Office and work close together to educate cardholders on IMPAC purchases.

2.25. IG SUPPORT: Support of the HQ AIA/IG team is the responsibility of the unit being inspected. This includes administrative supplies and equipment. Rental cars will be procured by HQ AIA/IG; however, there might be a case where you might be asked to make the necessary rental car arrangements using your unit funds, the IG will then see that you are reimbursed.

2.26. **REIMBURSEMENTS:** You are strongly encouraged to accept a MIPR by a Direct Fund Cite, however, if you must accept them as a reimbursement, you must ensure reimbursements are accurately recorded in the accounting records. Please follow these guidelines if you are going to accept funding from other sources/agencies on a reimbursable basis. When you load a reimbursement target in the accounting system, you should load the target and the sales code to both the direct side (L record) and the reimbursement side (M record). Obligations are recorded the same way...to the direct and reimbursement side using the proper sales code. In order for the obligations to be recorded correctly, include the sales code in the fund cite. Periodically, you should check the accounting data, requesting only L records with sales codes and M records with sales codes, both should match. Reimbursements DO affect your end of year accounting positions. It is imperative that reimbursements are accurately recorded and monitored throughout the FY.

2.27. **UNLIQUIDATED ORDERS:** DOD 7000-14R,V3 (formerly AFR 170-8) requires accounting offices to deobligate unliquidated obligations when standards for recording are no longer met. It is important that you pay special attention to canceling appropriations (obligation year plus 5 years). Unliquidated obligations should be paid by 30 Sept to avoid having to pay for canceled appropriation bill with current year funds. Check with contracting offices for status of contract closings and final payments.

2.28. **Anti-deficiency Act.** DoD 7000.14R, Vol. 14, (formerly DFAS DER 177-16) establishes procedures for DoD Components to use in identifying, investigating, reporting, and processing violations of the Anti-deficiency Act. The following excerpts highlight duties and responsibilities required in the administrative control of appropriations:

2.28.1. Chapter 1, Para B.5. states, "All proposed obligations of funds are reviewed to ensure that sufficient funds are available to cover the obligation, that the purpose of the obligation is consistent with the authorized purposes of the fund or account, and that the obligation does not violate any special or recurring provisions and limitations on the incurrence of obligations."

2.28.2. Chapter 1, Para B.5.a. states, "Limit any further subdivision of funds to the amount provided and currently available."

2.28.3. Chapter 1, Para B.5.i.4. states, "No DoD official shall authorize or create any obligation or make any expenditure beyond the amount permitted under any statutory limitation that modifies the availability of funds."

2.28.4. **Bona-Fide Need Rule (BFNR).** The BFNR is based on statutory law (31 U.S.C.1502 (a) although it has never been completely solidified by Congress into fiscal law. Basically, the BFNR establishes that an appropriation may be obligated only to meet a legitimate or bona fide need arising in or in some cases arising prior to but continuing to exist in, the fiscal year for which the appropriation is authorized. If a funding issue occurs at your unit that in your opinion could possibly violate the BFNR, contact the local JAG for assistance and public law clarification. The following paragraphs describe the BFNR application in more detail but are not meant to be all-inclusive on the subject.

2.28.4.1. **Future Years' Needs.** Do not use an appropriation for the needs of some time period subsequent to the expiration of its period of availability. As most appropriations are annual appropriations, a more common statement of the rule is that an appropriation for a given fiscal year is not available for the needs of a future year.

2.28.4.2. **Prior Years' Needs.** There are situations in which it is not only proper but also mandatory to use currently available appropriations to satisfy a need which arose in a prior year. This is referred to as the "continuing need." If a need arises during a particular fiscal year and the agency chooses not to satisfy it during that year, due to insufficient funds or higher priority needs, and the need continues to exist in the following year, the obligation to satisfy that need is properly chargeable to the later (current) year's funds.

2.28.4.3. **Delivery of Materials beyond the Fiscal Year.** You may not obligate funds when it is apparent from the outset there will be no legitimate requirement until the following fiscal year. Where materials cannot arrive in the same fiscal year required and contracted for, the provisions for delivery in the subsequent fiscal year do not violate

the Bona-fide Need Rule, as long as the time intervening between contracting and delivery is not excessive (within 90 days or three months) and the procurement is not for standard commercial items readily available from other sources. For instance, a unit may contract in one fiscal year for delivery in a subsequent year if the material contracted for is not available on the open market at the time needed for use, provided the intervening period is necessary for production or fabrication of the material. Also, an order for replacement of bench stock is legitimate to meeting the bona fide need of the year the contract is let, as long as the intention is to replace stock used in that year, even though the replacement items will not be consumed until the following year.

2.28.4.4. **SERVICES RENDERED BEYOND THE FISCAL YEAR.** SERVICES ARE GENERALLY (BUT NOT ALWAYS) VIEWED AS CHARGEABLE TO THE APPROPRIATION CURRENT AT THE TIME SERVICES ARE RENDERED. THERE ARE TWO TYPES OF SERVICE CONTRACTS UNDER THE BFNA: THEY ARE "SEVERABLE" OR "ENTIRE." A SEVERABLE TYPE CONTRACT IS A CONTRACT WHERE THE SERVICE IS CONTINUING AND RECURRING IN NATURE. THE FY98 AUTHORIZATIONS ACT (P.L. 105-85) HAS EXPANDED THE AUTHORITY IN 10 U.S.C. 2410(A) TO PERMIT ANY 12-MONTH CONTRACT FOR SEVERABLE SERVICES, BEGINNING AT ANY TIME DURING THE FISCAL YEAR, TO EXTEND INTO THE NEXT FISCAL YEAR, USING THE FUNDS AVAILABLE AT THE TIME OF THE CONTRACT AWARD. THE CONTRACT PERIOD CANNOT EXCEED ONE YEAR AND ANY OPTION TO EXTEND OR RENEW THE CONTRACT BEYOND THAT TIME IS FUNDED WITH CURRENT YEAR DOLLARS AVAILABLE AT THE TIME OF THE EXERCISED OPTION. THIS NEW AUTHORITY DOES NOT RESTRICT THE TYPE OF SERVICE PROCURED AS THE PREVIOUS AUTHORITY DID. AN ENTIRE TYPE CONTRACT IS A CONTRACT WHERE THE SERVICE REPRESENTS A SINGLE NON-SEVERABLE REQUIREMENT. CHARGE TO THE FISCAL YEAR OF THE CONTRACT AWARD OR OBLIGATION. PRIMARY EXAMPLES OF THIS (BUT NOT NECESSARILY LIMITED TO) ARE FACILITY PROJECTS OR ONE-TIME REPAIR EFFORT. THE ACTUAL CONTRACT PERFORMANCE NEED NOT BEGIN BEFORE THE END OF THE FISCAL YEAR OF THE CONTRACT OBLIGATION, BUT IT SHOULD START WITHOUT ANY UNNECESSARY DELAY AND WITHIN A REASONABLE TIME (60 DAYS) AFTER AWARD OF THE CONTRACT. IN NO CASE SHOULD THE DELAY OF CONTRACT PERFORMANCE START BEYOND THE END OF THE FISCAL YEAR EXCEED THREE MONTHS; THAT IS, PERFORMANCE MUST BEGIN BEFORE 1 JAN.

2.28.4.5. **PENALTIES AND REPORTING REQUIREMENTS.** A VIOLATION OF THE BFNA COULD RESULT IN CRIMINAL OR ADMINISTRATIVE ACTIONS. A BFNA VIOLATION CAN ALSO LEAD TO AN AOA VIOLATION. FOR INSTANCE, BY DEOBLIGATING FUNDS FROM ONE FISCAL YEAR BECAUSE THE SUPPLY OR SERVICE WAS NOT, OR IS NO LONGER A BONA FIDE NEED OF THAT FISCAL YEAR, YOU MAY NEED TO OBLIGATE A LATER YEAR'S FUNDS. IF THERE ARE INSUFFICIENT FUNDS REMAINING IN THE CORRECT FISCAL YEAR, AN AOA VIOLATION MAY RESULT.

2.28.4.6. **REFERENCES.** FOR MORE INFORMATION ON THE BFNA, PLEASE REFER TO DoD 7000.14R, VOLUME 14, DoD 7200.1, DFAS-DER 7000.4, OR GAO: PRINCIPLES OF FEDERAL APPROPRIATIONS LAW, SECOND EDITION, VOLUME I, CHAPTER 5, SECTION A. THE RECEIPT OF ADDITIONAL FUNDS BEFORE THE END OF THE ACCOUNTING PERIOD DOES NOT MITIGATE THE VIOLATION OR ELIMINATE THE REPORTING REQUIREMENT. YOU SHOULD BECOME FAMILIAR WITH DoD 7000.14R, VOLUME 14. IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU DON'T PUT YOURSELF OR YOUR COMMANDER IN A POSITION OF HAVING A POTENTIAL ANTI-DEFICIENCY ACT VIOLATION.

2.29. **TRI-ANNUAL REVIEW - Prompt Recording of Obligations and Periodic Reviews of Commitments and Obligations - Tri-annual review of commitments and unliquidated obligations.** Research for early detection of erroneous data and discrepancies can be done by using your Open Document Listing (ODL). SUSPENSES to 70 IW/FM office 15 Feb 01 and 14 June 01. (Atch 2)

3. FINANCIAL WORKING GROUP (FWG): The FWG meets at least quarterly, more often if necessary to support the Financial Management Board (FMB). The FWG develops requirements and revisions for the operating budget, financial plan and recommend action to the FMB for final approval.

4. FINANCIAL MANAGEMENT BOARD (FMB): Meetings are required at least quarterly. Publish FMB minutes and send, although not mandatory, to 70 IW/FM for informational purposes only. Units are encouraged to have meetings on a monthly basis as you approach the fiscal year end.

5. 3080 OTHER PROCUREMENT (FC 17): The FY 01 investment threshold remains at \$100,000. The AF 3080 program has been subject to detailed oversight by OSD and Congress, which places a premium on prompt obligation of 3080 funds once they are received. This is essential to protect out year funding levels and command credibility with our Air Staff counterparts. In FY 00, 3080 funds were pulled from AIA due to poor execution. Although 3080

7

70IW165-601 1 August 2000

funds are three-year funds, OSD looks at execution as though they were one-year funds. Do not wait to start obligating 3080 funds. Begin execution of 3080 funds immediately upon receipt of funding.

HAROLD J. BEATTY, Col, USAF
Commander

Attachment 2

FY01 AIA ESP CODES

ESP CODE	DESCRIPTION
AO	RED FLAG
AH	COST OF ACC INTEGRATION
BO	GREEN FLAG
CO	VIGILANT BLADE
CT	EXERCISE CONFERENCE
DO	MAPLE FLAG

EO	COALITION FLAG
FO	ALL SERVICE COMBAT IDENTIFICATION EVALUATION TEAM (ASCIET)
HS	IO SCHOOLHOUSE – 39IS HURLBURT FLD
HT	JTF – BRAVO
IS	IO DEMONSTRATION
JO	JOINT COMBAT SAR (SEARCH AND RESCUE)
KO	BLUE FLAG
LO	WARRIOR FLAG
MO	COPE THUNDER
NO	SABERTOOTH
QO	JOINT WARFARE INTEROP DEMO
RO	AFSOC (JRX)
SO	PRAIRIE WARRIOR
TR	TRAINING (Not reimburseable - For info only)

Attachment 3**REVIEW OF COMMITMENTS AND OBLIGATIONS**

AS OF _____ (OBAN)

1. Have all known obligations been recorded?
2. Identify any problems noted as a result of the review:
 - a.
 - b.
 - c.
3. What actions have been taken to remedy any problems encountered?
 - a.
 - b.
 - c.
4. Summarize, by type, the actions and/or corrections remaining to be taken, and when you expect to complete these actions/corrections:
5. Identify what actions have been taken to preclude identified problems from recurring in the future:
6. If the Installation Comptroller/Fund Holder is unable to confirm the accuracy of the obligation amounts a written explanation is necessary as to why it couldn't be done and the corrective actions being taken:

Attachment 4

UPWARD OBLIGATION ADJUSTMENT AND CONTRACT CHANGE REQUEST

1. PROGRAM/PROJECT INFORMATION

- 1.1. Program and/or project name
- 1.2. Name of contractor or vendor
- 1.3. Contract number
- 1.4. Date of original contract
- 1.5. Type of contract. If this is a time and materials contract, indicate whether the effort is/is not severable contract purpose

2. ACCOUNTING INFORMATION

- 2.1. Appropriation
- 2.2. Fiscal year of adjustment
- 2.3. Program Element (PE)

3. ADJUSTMENT NARRATIVE DETAIL

- 3.1. Amount of adjustment
- 3.2. Expected obligation/liquidation date for adjustment
- 3.3. Amount of additional obligation authority needed, if any
- 3.4. Purpose of adjustment - Select from these standardized purposes, claim, contract costs, incentive fee, award fee, administrative error, accounting error, cost overrun, price increase (escalation or economic price adjustment), foreign currency fluctuation costs.
- 3.5. Justification for using expired funds or current funds when the appropriation properly chargeable has been canceled. This justification should be complete and explain why an adjustment is chargeable to the type of funds requested. Don't merely restate the purpose of the contract. State what events have occurred that requires an increase in the amount of funds originally obligated for this effort. When the increase is caused by a design or specification change, state when that change was incorporated into the contract. If the increase is due to an estimating error, explain the basis of the original estimate. For all adjustments, include supporting and convincing arguments to justify obligating expired funds.

4. HISTORIC OBLIGATION INFORMATION

- 4.1. Current amount obligated against this contract
- 4.2. Total amount obligated for the program, project or activity
- 4.3. Amounts previously deobligated from this contract or other relevant obligating documents

4.4. Amounts previously deobligated from the project or activity

5. SOURCE OF FUNDS

5.1. Identify the appropriation to be used for this adjustment. If current year funds must be used to support an upward obligation related to a canceled appropriation, indicate this requirement. If current year funds are identified to support a contract change, indicate this requirement. If expired year funds are used to support an upward adjustment, identify only the appropriation to be used, be sure to use ESP Code "Zulu Charlie" (ZC). Even though no other additional information is supplied, certifiers of the request must verify that the increase in funding doesn't exceed statutory limits.

5.2. Source of deobligations, if applicable. State contract numbers, fiscal year, appropriation and PE, BPAC, BA, or project for each deobligation, which will finance the upward obligation adjustment.

6. DETERMINATIONS

6.1. Determine that this adjustment is or is not a contract change. Para 6.3 (AFI 65-601, Vol. 1) defines contract changes. Include the name, title and phone number of the contracting officer making this determination (along with the name of any legal personnel providing advice if desired). Signature is required.

6.2. Determine that this adjustment is/is not within the scope of the original contract. Include the name, title and phone number of the contracting officer making the determination (name of legal personnel if applicable). Signature is required.

6.3. Determine that this adjustment is a proper charge to the funds identified. Include the name, title, phone number of the Accounting and Finance Officer making this determination. Signature is required.

6.4. Determine that the adjustment will not exceed statutory and administrative limits per DOD 7000.14-R and public law (authorization/appropriation bill limitations) established for the program, project, budget line or appropriation. Include the name, title, phone number of the Budget Officer making this determination. Signature is required.

Attachment 5**QUARTERLY CONTINGENCY PROJECTIONS**

Unit _____
 As of _____

<u>ESP</u>	<u>Qtr</u>	<u>TDY Cost</u>	<u>Sup/Equip</u>	<u>Other</u>	<u>Total Cost</u>
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QUARTERLY CONTINGENCY PROJECTIONS

Unit _____
 As of _____

<u>ESP</u>	<u>Qtr</u>	<u>TDY Cost</u>	<u>Sup/Equip</u>	<u>Other</u>	<u>Total Cost</u>
4A	2nd	\$	\$	\$	\$
	3rd				
	4th				
Tot Required		\$	\$	\$	\$

Note: Submit this format for each and every Contingency ESP code where your unit projects obligations.

The due in date is no later than the 5th workday after the end of the quarter.

Attachment 1**DEPARTMENT OF THE AIR FORCE
HQ 70th INTELLIGENCE WING**

1 Nov 00

MEMORANDUM FOR ALL 70 IW UNITS

FROM: HQ 70 IW/FM
9805 Love Road, Ste 220
Fort George G. Meade MD 20755

SUBJECT: FY 01 Funding Guidance

1. The FY 01 distribution will be a challenging one, as always Commanders will be faced with having to set priorities of mission importance. We encourage formulation of a spend plan, once the funding has been distributed. Ensure FM has access to and provides regular briefings to your commanders. Do not make funding decisions in anticipation of receiving additional funds. Be advised that HQ AIA obligation goal by end-of-month July is 85% or higher.
2. Your civilian pay program has been funded as of end of July 00 filled positions. We will provide additional civilian pay guidance during mid-year review, March, April 2001.
3. We expect each unit to comply with the attached funding guidance. FY 01 will be a successful year with your good planning. We ask the chain of command be used and insist that communication is of the utmost importance. All issues surrounding funding must come through the 70 IW/FM office prior to contact with HQ AIA.
4. The wing analysts are here to assist you and can resolve questions on funding or policy guidance.

LUCILLE BROOKS, GS-12
Financial Management and Comptroller